

Race to the Top – District Application Tips

The information below includes some helpful tips and reminders. Applicants should carefully read the format and submission instructions on pages 5 through 8 of the Race to the Top - District Application, review the relevant application checklist in Parts XX or XXI of the application, and check <http://www2.ed.gov/programs/racetothetop-district> for the most up-to-date information about the competition and additional resources.

DO...

1. Do ensure your application is received by the Department no later than 4:30:00 pm Washington, DC time on October 30, 2012. Please note, 4:30:01 pm is considered late. Consider sending your proposal/application via overnight mail to avoid delays.
2. Do obtain all needed signatures for your application, including:
 - Application assurances (Part IV, see page 13 of the Race to the Top – District application);
 - Program Specific Assurances for Applicants (Part V, see page 18 for individual applicants or Part VI, see page 23 for consortia applicants);
 - Other Assurances and Certifications (Part VII, see page 25); and
 - MOUs for consortia applicants.
3. Do include evidence of providing 10 business days to all applicable States and mayors (or city or town administrators) to comment on your application.
4. Do indicate which one of Absolute Priorities 2 through 5 applies to your application.
5. Do include a list of all member LEAs with their NCES District IDs if applying as a consortium.
6. Do ensure that you submit the correct number of copies of your full application package including all necessary files:
 - Submit an original and two copies of your full application package. This means that you should submit:
 - Three CDs or DVDs (CD-ROM or DVD-ROM preferred) containing your electronic files, clearly labeled with the applicant's name; and
 - Three sets of signature pages including one original set and two copies.
 - Each CD or DVD should contain the same electronic files, including the following:
 - Single searchable .PDF of the application narrative and appendices;
 - Electronic budget spreadsheets in Excel (.XLS or .XLXS); and
 - Single .PDF file with the signature pages.

7. Do ensure that you follow guidelines for submitting your budget. These include:
 - Reviewing budget tables with spreadsheets to assure all budget information matches your application narrative and proposal;
 - Including all budget tables and information in the application narrative; and
 - Submitting a separate file of the completed electronic budget spreadsheets as an .XLS or .XLSX file to be used by the Department to conduct its budget review for grantees. If submitting one or more Optional Budget Supplements, submit each Optional Budget Supplement as a separate file.
8. Do ensure that you follow formatting guidelines outlined in the Application and Notice Inviting Applications. These include:
 - Formatting your application in black and white (including charts) on 8.5” x 11” paper;
 - Numbering all pages of your application, including any appendices, consecutively;
 - Using 12 point Times New Roman font; and
 - Setting 1.5 line spacing.
9. Do include a detailed Table of Contents for the appendix of your application.

DO NOT...

1. Do not sign on to more than one Race to the Top – District application.
2. Do not submit your application via email or to www.grants.gov or G5.
3. Do not mail printed applications, except for the signature pages. *(See #6 above)*
4. Do not password-protect electronic files.
5. Do not scan the application to create a .PDF file; it will not be searchable.
6. Do not include hyperlinks to websites in your application.
7. Do not use color in your application (including charts).